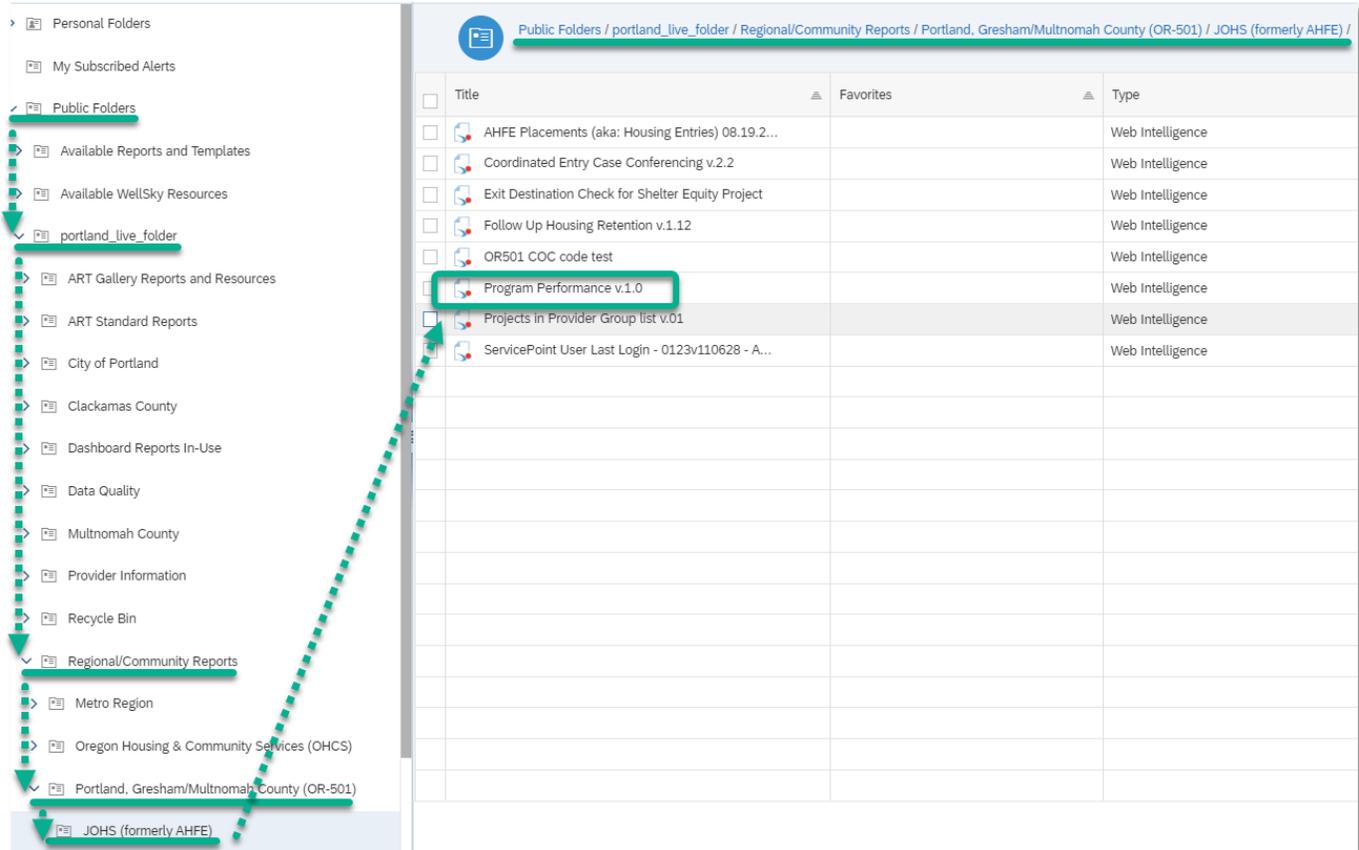


Program Performance Report (PPR)

To run the PPR:

Folder path in SAP Business Objects:

Public Folder ➤ Portland_live_folder ➤ Regional/Community Reports ➤ Portland, Gresham/Multnomah County (OR-501) ➤ JOHS (formerly AHFE) ➤ right click on 'Program Performance' and select 'Schedule.'



Note: Report version number and folder contents may have changed since this screenshot was taken.

Continue to next page.

In the General tab:

1. Rename Instance Title. A recommended naming convention is: "Program Performance_[Report Date Range]_as of [Day you ran the report]"
2. Add 'BI Inbox' to Delivery Destinations
3. Recurrence (run report now or recurring) – **for recurring reports, the end date should be set far into the future.**
4. Proceed to 'Report Features' tab.

Schedule

General Report Features

Instance Title

Title *

Rename Instance Here

Destinations

Delivery Destinations

Add Add BI Inbox destination here

Selected Delivery Destinations

Default Enterprise Location

Recurrence

Run Report:

Now Schedule recurring instances here

In the Report Features tab:

1. Change 'Formats' to 'Excel - Reports'.
2. Select 'Edit Prompt Values.' The new window may take a moment to load.

Set the following prompts:

HMIS Provider(s) (Optional): Search providers and check all that apply or leave blank if using Reporting Group(s).

Reporting Group(s) (Optional): Search reporting groups and check all that apply or leave blank if using HMIS Provider(s).

EDA Provider: Skip this prompt.

Enter effective date: Same as End Date PLUS 1 Day

Fiscal Year Start Date: First day of fiscal year or other reporting period of interest. Must be on or before the Quarter Start Date prompt

Quarter Start Date: First date of quarter or other reporting period of interest

End Date (PLUS ONE DAY): One day after the end of the timeframe you want to review

General Report Features

Microsoft Excel - Reports Select preferred format

Prompts

Program Performance v.1 Choose report parameters Edit Prompt Values

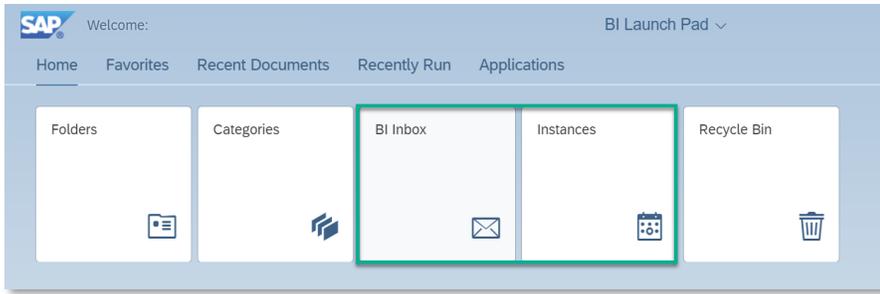
HMIS Provider(s...)	- None Selected -	C..
Reporting Group...	- None Selected -	C..
EDA Provider	-Default Provider-	C..
Enter effective d...	7/1/2022 12:00:00 AM	C..
Fiscal Year Start ...	7/1/2020 12:00:00 AM	C..
Quarter Start Da...	4/1/2022 12:00:00 AM	C..
End Date (PLUS...	7/1/2022 12:00:00 AM	C..

Click 'Schedule' when ready to run Schedule Close

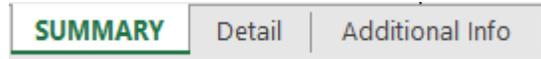
3. Once all prompts are correct, click 'Apply'. The 'Edit Prompt Values' dialogue box will close.
4. Click 'Schedule' in the lower right corner.

Continue to next page.

Download completed report from 'BI Inbox' or 'Instances' section of SAP BO Home Page.



This report has 3 tabs across the bottom:



Most of the important information is on the **SUMMARY** tab, divided into outputs for all programs (left) and outputs for housing programs only (right). Placements are tracked only for housing programs. Scroll down for demographic information. Clients are deduplicated in summary tab.

“Detail” tab contains client data and should be removed before emailing to protect personally identifying information.

Additional Info tab contains report parameters, metric definitions and report development/revision notes.

A sample PPR

Fiscal Year Start Date	7/1/2022
Quarter Start Date	10/1/2022
End Date	12/31/2022

SAMPLE Program Performance Report (PPR)

Overall Outputs

	1		2		3	
	All Programs		All Programs		All Programs	
	Total Served in Fiscal Year	Fiscal %	*Newly* Served in Fiscal Year	%	*Newly* Served in Quarter	%
	Count	%	Count	%	Count	%
HMS Provider A (0000)	15	5.8%	6	4.6%	4	13.3%
HMS Provider B (1111)	75	28.8%	41	31.5%	0	0.0%
HMS Provider C (2222)	73	28.1%	35	26.9%	0	0.0%
HMS Provider D (3333)	80	30.8%	43	33.1%	23	76.7%
HMS Provider E (4444)	17	6.5%	5	3.8%	3	10.0%
Total Unique People	257		128		30	
Total Unique Households	229		114		30	

Race & Ethnicity

	All Programs					
	Total People Served in Fiscal Year		People *Newly* Served in Fiscal Year		People *Newly* Served in Quarter	
	Count	%	Count	%	Count	%
Alone or in Combination Categories						
African	0	0.0%	0	0.0%	0	0.0%
Asian or Asian American	2	0.8%	1	0.8%	1	3.3%
Black, African American or African	50	19.5%	24	18.8%	2	6.7%
Hispanic/Latin(a)(o)(x)	24	9.3%	14	10.9%	4	13.3%
Middle Eastern	1	0.4%	0	0.0%	0	0.0%
Native American, American Indian, Alaska Native	35	13.6%	21	16.4%	10	33.3%
Native Hawaiian or Pacific Islander	7	2.7%	5	3.9%	2	6.7%
Slavic	0	0.0%	0	0.0%	0	0.0%
White	146	56.8%	68	53.1%	21	70.0%
Mutually Exclusive Categories						
Black, Indigenous & All People of Color (BIPOC)	104	40.5%	57	44.5%	16	53.3%
Non-Hispanic White	117	45.5%	53	41.4%	14	46.7%
Race & Ethnicity Unknown	36	14.0%	18	14.1%	0	0.0%
Total Unique People	257		128		30	

Gender

	All Programs					
	Total People Served in Fiscal Year		People *Newly* Served in Fiscal Year		People *Newly* Served in Quarter	
	Count	%	Count	%	Count	%
A gender other than singularly female or male (e.g.,	5	1.9%	2	1.6%	0	0.0%
Female	79	30.7%	52	40.6%	15	50.0%
Male	138	53.7%	57	44.5%	13	43.3%
Questioning	1	0.4%	1	0.8%	1	3.3%
Transgender	3	1.2%	2	1.6%	1	3.3%
Gender Unknown	33	12.8%	15	11.7%	0	0.0%
Total Unique People	257		128		30	

Overall Outputs

	4		5		6	
	Housing Programs Only		Housing Programs Only		Housing Programs Only	
	Placed in Fiscal Year	%	Placed in Quarter	%	Still in Housing Search	%
	Count	%	Count	%	Count	%
HMS Provider A (0000)	0	0.0%	0	0.0%	0	0.0%
HMS Provider B (1111)	32	97.0%	0	0.0%	13	72.2%
HMS Provider C (2222)	0	0.0%	0	0.0%	0	0.0%
HMS Provider D (3333)	0	0.0%	0	0.0%	0	0.0%
HMS Provider E (4444)	1	3.0%	1	100.0%	5	27.8%
Total Unique People	33		1		18	
Total Unique Households	27		1		15	

Race & Ethnicity

	Housing Programs Only					
	People Placed in Fiscal Year		People Placed in Quarter		People Still in Housing Search	
	Count	%	Count	%	Count	%
Alone or in Combination Categories						
African	0	0.0%	0	0.0%	0	0.0%
Asian or Asian American	0	0.0%	0	0.0%	0	0.0%
Black, African American or African	5	15.2%	0	0.0%	2	11.1%
Hispanic/Latin(a)(o)(x)	4	12.1%	1	100.0%	0	0.0%
Middle Eastern	0	0.0%	0	0.0%	0	0.0%
Native American, American Indian, Alaska Native, or	1	3.0%	0	0.0%	0	0.0%
Native Hawaiian or Pacific Islander	1	3.0%	0	0.0%	0	0.0%
Slavic	0	0.0%	0	0.0%	0	0.0%
White	16	48.5%	1	100.0%	6	33.3%
Mutually Exclusive Categories						
Black, Indigenous & All People of Color (BIPOC)	10	30.3%	1	100.0%	2	11.1%
Non-Hispanic White	14	42.4%	0	0.0%	6	33.3%
Race & Ethnicity Unknown	9	27.3%	0	0.0%	10	55.6%
Total Unique People	33		1		18	

Gender

	Housing Programs Only					
	People Placed in Fiscal Year		People Placed in Quarter		People Still in Housing Search	
	Count	%	Count	%	Count	%
A gender other than singularly female or male (e.g.,	0	0.0%	0	0.0%	0	0.0%
Female	13	39.4%	0	0.0%	4	22.2%
Male	11	33.3%	1	100.0%	6	33.3%
Questioning	0	0.0%	0	0.0%	0	0.0%
Transgender	0	0.0%	0	0.0%	0	0.0%
Gender Unknown	9	27.3%	0	0.0%	8	44.4%
Total Unique People	33		1		18	

For all programs, PPR counts participants with:

1. Total Served in Fiscal Year: An entry within the fiscal year
2. Newly Served in Fiscal Year: An entry where the Entry Date is within the fiscal year
3. Newly Served in Quarter: An entry where the Entry Date is within the quarter

For housing programs only, PPR also counts participants with:

4. Placed in Fiscal Year: An entry with a valid HMID within the fiscal year
5. Placed in Quarter: An entry with a valid HMID within the quarter
6. Still in Housing Search: An open entry without a valid HMID or a null exit date as of the last day of the reporting period.

Note: "Housing Programs Only" are defined by HUD as Permanent Supportive Housing (PSH) and Rapid ReHousing (RRH).

7. Non-Housing programs show 0 participants.

It takes about 24 hours to populate new HMIDs into PPR due to a reporting delay for any Business Objects reports.